



MINUTES OF PUBLIC MEETING OF THE MARICOPA COUNTY WORKFORCE DEVELOPMENT BOARD  
Executive Committee

Thursday, November 18, 2021 – 9:30 a.m.

Microsoft Teams: [Click here to join the meeting](#)

Phone: +1 (480) 702-3496; Phone Conference ID: 234 080 990#

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**Members Present:** Bonnie Schirato, Loren Granger, and Matt McGuire  
(Note: All members present attended via Microsoft Teams meeting)

**Members Absent:** Erik Cole, Shawn Hutchinson

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MEETING

**Call to Order.**

Chairman Matt McGuire called the meeting to order at 9:34 a.m. and requested a roll call.

**Roll Call.**

MCWDB Board Liaison Deseret Romero took roll call. A quorum was present.

**Welcome and Opening Remarks.**

Chairman Matt McGuire welcomed the Executive Committee and guests.

Chairman McGuire then provided a brief review of the board's vision, values, and goals.

**Consent Agenda.**

**Meeting Minutes: September 16, 2021.**

Chairman McGuire asked for a motion to approve the MCWDB Executive Committee's September 16, 2021, Meeting Minutes. Loren Granger made a motion; Bonnie Schriato seconded the motion.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

**Chairman Report.**

Chairman McGuire recognized National Apprenticeship Week and shared a personal apprenticeship story.

**Informational/Discussion Only.**

**East Valley Career Center Lease.**

Human Services Director Jacqueline Edwards provide a PowerPoint presentation on the East Valley Career Center lease. The following highlights were presented by Ms. Edwards.

- Current East Valley Career Center Background
- New East Valley Career Center Location Search
- New Location Specs
- Supporting Comprehensive Services & Strengthening Integration

Ms. Edwards and MCWDB Executive Director Steve Clark answered the following questions presented by the Committee.

- What is the current access to public transportation?
  - There is poor access to public transportation at the current location, as it is in a heavily residential area. The new location search included necessary access to public transportation.
- Is a ten-year lease standard?
  - Yes, a 7 to 10-year lease is standard and allows for stabilization of additional costs.
- How many staff are anticipated to work at the new location?
  - There are 60 planned staff members, including partners.
- Would there be a grand opening?
  - MCWDB staff will work with Ms. Edwards and the Workforce Development Division to plan a grand opening.

Mobile Career Center (MCC) Update.

Executive Director Steve Clark provided a brief update on the Mobile Career Center, including a recent meeting with MCWDB Board Member Brent Downs with whom has experience with managing a mobile unit.

MCWDB Management Analyst Nancy Avina provided a detailed update on the recent meeting with MCWDB Board Member Brent Downs. The following highlights were shared.

- Private Funding
- Vehicle Development
  - o Recommended building a vehicle from the ground up.
  - o Build to withstand the Arizona climate.
- Financial Costs
- Client Increase
  - o Increase from 400 to 1400 within the first year
- Event Experience
- Support for a Mobile Career Center

Mr. Clark noted the progress of the MCC project, from the initial conception to now the next steps of working with the Workforce Development Division to outline all of the necessary details for potential development. The details would include but would not be limited to the following.

- Staffing
- Services
- December MCWDB Full Boar Meeting
  - o Initial Costs
  - o Year to Year Maintenance Costs

Mr. Clark responded to the following questions/comments presented by the Committee.

- Are there capacity restrictions?
  - o Outdoor accommodations would be included during the pandemic with limited indoor access. The post-pandemic indoor access would be modified accordingly.
- Is there current data on the clients being served by the implemented mobile career centers?
  - o We are currently working with partners to receive their data. We will share once received.

Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA).

MCWDB Management Analyst Nancy Avina provided the Committee with a brief update on the MOU/IFA semi-annual review. Ms. Avina noted that while the MOU/IFA will expire in June 2023, a semi-annual review is required. The MOU/IFA has been shared with the partners for their review, with no responses as of yet.

Chairman McGuire noted that he was pleased to be ahead of the process.

Information/Discussion/Possible Action.

Job Center Certification Follow-up Action Plan.

MCWDB Management Analyst Kennedy Riley presented a PowerPoint to the Committee on the Job Center Certification Follow-up Action Plan. Ms. Riley presentation highlighted the following.

- Action Item Review from Workforce Arizona Council (WAC)
- Clarification Points
- Follow-up Action Plan Items
- Recommendation
  - o Approval of Follow-up Action Plan – Executive Committee (November)
  - o Approval of Follow-up Action Plan – MCWDB Full Board (December)
  - o Submission to WAC by December 31, 2021

Chairman McGuire asked for a motion to approve the Job Center Certification Follow-up Action Plan as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Loren Granger.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

Fiscal Reports.

Nicole Forbes, MCWDB Fiscal Agent, provided the Committee with a report on the Maricopa County FY22 WIOA (BTA) Budget to Actual.

Chairman McGuire made the following inquiry on page 2 of the presentation.

- Does the noted 37% expended come from the overall Title 1B budget or the \$15.7 million required spending?

Ms. Forbes noted that 37% of the \$15.7 million requirement had been expended as of October 31<sup>st</sup>.

In addition, Ms. Forbes updated the Committee on the November 8<sup>th</sup> fiscal monitoring audit by the Arizona Department of Economic Security (DES). While there were no initial findings, Ms. Forbes anticipates a formal response from DES in December.

Ms. Forbes also noted that she would be providing the MCWDB Full Board with an update on the Adult/Dislocated Worker funding transfer at their December meeting.

Chairman McGuire asked for a motion to approve the Fiscal Reports as presented. Committee Member Loren Granger called for the motion to approve, seconded by Bonnie Schirato.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

One-Stop Operator Quarterly Report.

Maximus Project Director Gretchen Caraway presented the Committee with a PowerPoint on the One-Stop Operator (OSO) Quarterly Report (PY21-22 Q1). The presentation includes the following highlights.

- OSO MCWDB Q1 Progress Update Overview
- OSO Purpose
- OSO Performance Areas
- Collaboration Efforts
- System Coordination
- System Access
- Customer Service
- OSO Site Visit Check List
- PY21-22 Q1 Scorecard
- 2020 vs. 2021 Participation Comparison
- Success Story
- Q2 Goals
- OSO Administrative Requirement
- MCWDB OSO Budget

Committee Member Bonnie Schirato noted that she would also love to visit the centers.

Ms. Caraway commented that she would share the upcoming visitation dates and gladly include Ms. Schirato in a site visit.

Chairman McGuire asked for a motion to approve the One-Stop Operator Quarterly Report as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Loren Granger.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

MCWDB FY22 1<sup>st</sup> Quarter Report.

MCWDB Executive Director Steve Clark provided a summary of the MCWDB FY22 1<sup>st</sup> Quarter Report to the Committee. In addition, Mr. Clark introduced WIOA Title II Workforce Development Specialist Patrick Brown to share the Title II quarter 1 data.

Mr. Clark noted the inability to receive the Title III and IV 1<sup>st</sup> quarter information prior to the submission of the MCWDB FY22 1<sup>st</sup> Quarter Report to the Executive Committee, however noting that MCWDB staff would continue to work with the Title III and IV partners to identify a timeline for the release of the information.

Chairman McGuire shared his concerns with approving the presented report without the Title III and IV 1<sup>st</sup> quarter information. No motion was presented.

MCWDB FY23 Budget.

Executive Director Steve Clark provided the Committee with a review of the presented MCWDB FY23 Budget Recommendation, identifying a few recommended modifications and overall budget reduction.

Chairman McGuire asked for a motion to approve the MCWDB FY23 Budget as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Loren Granger.

Chairman McGuire called for a roll call vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

Title 1B: PY21 1<sup>st</sup> Quarter Report.

Workforce Development Division Assistant Director CJ Williams present the Committee with the Title 1B: PY21 1<sup>st</sup> Quarter Report.

Chairman McGuire asked for a motion to approve the Title 1B: PY21 1<sup>st</sup> Quarter Report as presented. Committee Member Loren Granger called for the motion to approve, seconded by Bonnie Schirato.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

Data Validation Audit Results (PY19).

MCWDB Executive Director Steve Clark provided a brief update to the Committee on the Data Validation Audit Results (PY19) presented by DES and the minor findings referenced in the submitted letter by DES.

Chairman McGuire asked for a motion to approve the Data Validation Audit Results (PY19) as presented. Committee Member Bonnie Schirato called for the motion to approve, seconded by Loren Granger.

Chairman McGuire called for an all-in favor vote:

**In Favor:** Bonnie Schirato, Loren Granger, and Matt McGuire

**Opposed:** None

**Abstained:** None

Motion passed.

Call to the Public.

Chairman McGuire made a call for public comment. No one spoke.

Adjourn.

Chairman McGuire wished everyone a Happy Thanksgiving and adjourned the meeting at 11.05 a.m.

*\*For additional information, contact MCWDB staff at: [MCWDB@maricopa.gov](mailto:MCWDB@maricopa.gov)*